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**2021-2022 Quill and Scroll Society Order Form**

**School Information**

School

Address

City State ZIP

Phone Number ( )

Newspaper/News Magazine Adviser

Yearbook Adviser

Broadcast Adviser

Email Address

Check if above is a ▢ New Address or ▢ School name has changed

Shipping Address, if different from above

School or Name of Individual

Address

City State ZIP

**Adviser Certification**

*I hereby certify that each of the candidates named on this form has satisfied all qualifications for membership and is deserving of induction in Quill and Scroll Society.*

*Signature or e-signature of adviser: Date:*

**Order info**

* List new member names and emails on page 2 of this form.
* Member items can be ordered on page 3.
* Non-member items, chapter items and publications are on page 4.
* If paid by credit card online, remember to email order forms to [quill-scroll@uiowa.edu](mailto:quill-scroll@uiowa.edu).
* If you have a school purchase order, please email the order form and po to [quill-scroll@uiowa.edu](mailto:quill-scroll@uiowa.edu).
* When paying by check, send the check and order form to:

Quill and Scroll

School of Journalism and Mass Communication, University of Iowa

100 Adler Journalism Building, Room W111

Iowa City, IA, 52242-2004

Questions? Phone 319-335-3457 or Email [quill-scroll@uiowa.edu](mailto:quill-scroll@uiowa.edu)

Website: <https://quillandscroll.org/>

**Quill and Scroll Society Order Form (Page 2)**

*Please provide new member names and emails. If you have more than 20 inductees, copy this page as many times as you need, and include those names and emails on it.*

**NAME EMAIL CLASS (So/Jr/Sr)**

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*If you are done listing names of new members, go to page 3 to indicate pins and other items you wish to order. Membership pin included in membership fee.*

**Quill and Scroll Society Order Form (Page 3)**

**Member Pins —** Membership pin included in membership fee.

|  |  |  |  |
| --- | --- | --- | --- |
| **REGULATION PINS, KEY PINS, CHARMS** | Item # | # New Member Pins | # Previous Member Pins |
| Regulation Pin, Gold | M1 |  |  |
| Regulation Key Charm, Gold | M3 |  |  |
| Regulation Key Charm, Silver | M4 |  |  |
| Regulation Key Pin, Gold | M5 |  |  |

**EDITOR KEY PINS & SPECIAL DESIGNATION PINS — GOLD ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| Editor-in-Chief | K1 |  |  |
| Managing Editor | K5 |  |  |
| Copy Editor | K10 |  |  |
| Feature Editor | K12 |  |  |
| News Editor | K15 |  |  |
| Opinion Editor | K16 |  |  |
| Photo Editor | K18 |  |  |
| Section Editor | K19 |  |  |
| Sports Editor | K20 |  |  |
| Adviser | K25 |  |  |
| Newspaper Staff | K32 |  |  |
| Photographer | K33 |  |  |
| Reporter | K34 |  |  |
| Yearbook Staff | K36 |  |  |
| **TOTAL # OF NEW MEMBERS** | @ $25 EACH | **SUBTOTAL** |  |
| **TOTAL # OF PREVIOUS MEMBER PINS** | @ $10 EACH | **SUBTOTAL** |  |
|  |  |  |  |
|  |  |  |  |

**TOTAL Memberships and Previous Member Pins $\_\_\_\_\_\_\_\_\_\_\_\_**

**MEMBER ITEMS ITEM PRICE QTY TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Graduation Honor Cord with Gold Insignia | GCI | $12 EACH |  |  |
| Graduation Honor Cord | GHC | $8 EACH |  |  |
| Diploma Seal | DS | $1 EACH |  |  |
| Quill and Scroll Logo Patch | QSP | $4 EACH |  |  |

**MEMBERSHIP PACKAGES ITEM PRICE QTY TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Graduation Cord and Membership Patch | MP1 | $10 EACH |  |  |
| Graduation Cord with Insignia and Patch | MP2 | $14 EACH |  |  |

**PAGE 3 ORDER SUBTOTAL $\_\_\_\_\_\_\_\_\_\_**

**Quill and Scroll Society Order Form (Page 4)**

**CHAPTER ITEMS ITEM PRICE QTY TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Wall Banner (Satin) 20” x 40” | B2 | $40 |  |  |
| Replacement Charter, certificate only | C5 | $12 |  |  |
| Replacement Charter, mounted on plaque | C6 | $45 |  |  |

**MEMBER AND NON-MEMBER CERTIFICATES ITEM PRICE QTY TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Award of Honor Certificate (No Name) | C1 | $2 EACH |  |  |
| Award of Honor Certificate (Name Inscribed) | C2 | $4 EACH |  |  |

**Awards of honor: Specify names below if ordering ITEM C2.**

**NON-MEMBER ITEMS ITEM PRICE QTY TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Journalism Recognition Graduation Cord | NCD | $15 EACH |  |  |
| Gold Journalism Key Pin | N4 | $10 EACH |  |  |
| Newspaper Staff | N5 | $10 EACH |  |  |
| Yearbook Staff | N6 | $10 EACH |  |  |
| Magazine Staff | N7 | $10 EACH |  |  |

**PUBLICATIONS ITEM PRICE QTY TOTAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| “A Principal’s Guide to Scholastic Journalism” | P12 | $5 EACH |  |  |
| “Quill and Scroll Chapter Manual” | P15 | $2 EACH |  |  |
| “Quill and Scroll Stylebook: 2018 Edition” | P10 | $3 EACH |  |  |

**PAGE 4 ORDER SUBTOTAL $\_\_\_\_\_\_\_\_\_**

**ORDER TOTAL**

Page 3 (Member Pins, Member Items and Packages) Total $\_\_\_\_\_\_\_\_\_

Page 4 (Chapter Items, Non-member and Publications) Total $\_\_\_\_\_\_\_\_\_

Subtotal $\_\_\_\_\_\_\_\_\_

Shipping and Handling or Overnight Delivery \*\*See chart below\*\* $\_\_\_\_\_\_\_\_\_

**TOTAL DUE (Subtotal + shipping/handling) $\_\_\_\_\_\_\_\_\_\_**

**SAVE A COPY OF FORMS** to print, and mail or attach to an email to [quill-scroll@uiowa.edu](mailto:quill-scroll@uiowa.edu)

**Payment made by** (check one) ▢ CHECK ▢ CASH ▢ P.O. ▢ CREDIT CARD. To make a credit card payment online, return to <https://quillandscroll.org/student-memberships/> and click on the “Pay Online” button. After making online payments, email forms.

**SHIPPING AND HANDLING and OVERNIGHT DELIVERY**

**Order Subtotal S&H/Delivery Order Subtotal S&H Delivery**

Up to $10 $2 $40.01 to $150 $10

$10.01 to $20 $4 $150.01 and up $15

$20.01 to $40 $8 Overnight $50